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# Annual Quality & Feed Safety Management Review

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Date:

Location:

I have read this report and concur with the findings, conclusions and recommendations:

Name	Position	Date	Signature

## Table of Contents

<b>OVERVIEW</b> .....	<b>3</b>
QUALITY & FEED SAFETY REGULATIONS .....	3
BATCHES/SALES TREND REVIEW .....	3
LAST REVIEW .....	3
THIS REVIEW.....	3
<b>1 SUPPLIERS</b> .....	<b>3</b>
1.1 SUPPLIERS (NEW OR RENEWED) .....	3
1.2 NEW MATERIALS .....	3
1.3 MATERIAL TESTING RESULTS.....	4
1.4 DEVIATIONS / REJECTIONS .....	4
<b>2 PRODUCTION</b> .....	<b>4</b>
2.1 CHANGES TO MANUFACTURING PROCESS .....	4
2.2 IN PROCESS CONTROLS .....	4
2.3 PROCESS VALIDATIONS.....	4
2.4 STABILITY STUDIES .....	4
<b>3 EQUIPMENT</b> .....	<b>4</b>
3.1 EQUIPMENT .....	4
3.2 EQUIPMENT VALIDATIONS .....	4
<b>4 QUALITY</b> .....	<b>4</b>
4.1 COMPLAINTS / RECALLS .....	4
4.2 CHANGE CONTROLS.....	4
4.3 CORRECTIVE ACTIONS .....	5
<b>5 ESTABLISHMENT</b> .....	<b>5</b>
5.1 PEST CONTROL .....	5
5.2 MAINTENANCE .....	5
<b>6 CONTRACTORS</b> .....	<b>5</b>
6.1 TECHNICAL AGREEMENTS .....	5
6.2 CONTRACTOR AUDITS.....	5
6.3 EXTERNAL CONTRACTORS .....	5
<b>7 PRODUCT</b> .....	<b>5</b>
7.1 GROUP ONE .....	5
7.1.1 Test Results .....	5
7.1.2 Deviations / OOS / Rejections .....	5
7.2 GROUP ONE .....	6
7.2.1 Test Results .....	6
7.2.2 Deviations / OOS / Rejections .....	6
<b>8 FEED SAFETY AND QUALITY MANAGEMENT SYSTEM</b> .....	<b>6</b>
8.1 CHANGES TO FSQMS.....	6
8.2 HACCP .....	6
<b>9 OTHER</b> .....	<b>6</b>
9.1 COMPUTER SYSTEM REVIEW .....	6
9.2 VALIDATION MASTER PLAN REVIEW DATE .....	6
9.3 STAFF .....	6



## Overview

SCOPE statement  
Scope exclusion statement

## Quality & Feed Safety Regulations

FeedSafe certificate xxxx  
Last audit date: dd/mm/yy  
Next audit due: mmmmmmm yyyy  
Standard changes since last review: release of version xxx  
Regulation TWO

Legislation changes since last review: nil

Regulation THREE

Legislation changes since last review: nil

## Batches/Sales Trend Review

Batches manufactured during this reporting period: # batches .... OR sales trends data ...

## Last Review

Recommendations:

1. Recommendation one.
2. Recommendation two.
3. Recommendation three.

Outcome from previous recommendations:

1. A graph has been added to "Recommendation" section.
2. Project one complete, project two commenced.
3. Trend analysis showed recommendation three.

## This Review

Recommendations:

1. Recommendation A.
2. Recommendation B.
3. Recommendation C.

## 1 Suppliers

1.1 Suppliers (new or renewed)

Note any changes or renewals of contracts that effect QFS.

1.2 New Materials

Note any changes to new materials during this reporting period.



### 1.3 Material testing results

Discuss any significant results or trends.

### 1.4 Deviations / Rejections

Discuss any rejections to raw materials or incoming goods.

## 2 Production

### 2.1 Changes to Manufacturing Process

Discuss any changes to manufacturing processes.

### 2.2 In process controls

Discuss any changes to in process controls/checklists.

### 2.3 Process Validations

Any validations due dates. Eg. Homogenous mixing validation, flushing validation, carry-over validation.

### 2.4 Stability Studies

Discuss any data.  
[insert graphs]

## 3 Equipment

### 3.1 Equipment

Discuss any changes or significant maintenance to equipment.

### 3.2 Equipment Validations

Discuss any due validations or list calibration dates

## 4 Quality

### 4.1 Complaints / Recalls

Discuss complaints received and any changes made to systems.

No recalls during this reporting period.

### 4.2 Change Controls

Discuss any completed or active change controls.



#### 4.3 Corrective Actions

<i>Count</i>	<i>Classification</i>	<i>Category</i>	<i>Resolved</i>

Total Corrective Actions raised: xx  
Total Corrective Actions completed: xx  
Total Corrective Actions outstanding: xx

### 5 Establishment

#### 5.1 Pest Control

Pest control contractor:  
Pest Control Trend Analysis:  
{insert graph}

#### 5.2 Maintenance

Discuss any schedule maintenance that could affect the flow of work or manufacturing/production.

### 6 Contractors

#### 6.1 Technical Agreements

Discuss any changes to technical agreements/contract manufacturers.

#### 6.2 Contractor audits

Discuss audit report from contract manufacturer, if applicable.

#### 6.3 External contractors

Discuss any changes to contractors i.e. IT, HR, Nutritionist

### 7 Product

#### 7.1 Group One

7.1.1 Test Results  
{insert trend analysis graphs}

7.1.2 Deviations / OOS / Rejections  
Nil.



## 7.2 Group One

### 7.2.1 Test Results

{insert trend analysis graphs}

### 7.2.2 Deviations / OOS / Rejections

Nil.

## 8 Feed Safety and Quality Management System

### 8.1 Changes to FSQMS

Any significant changes to management system ...

### 8.2 HACCP

Any changes to HACCP ....

## 9 Other

### 9.1 Computer System Review

### 9.2 Validation Master Plan review date

Has a full system review been performed for any changes to equipment/processes?

### 9.3 Staff

Have any significant staff changes occur? Can this affect the FSQMS?

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